



United States  
**Office of  
Personnel Management**

Washington, D.C. 20415

In Reply, Refer To:

Your Reference

**\*\* Management Briefing \*\* Management Briefing \*\***

GUIDELINES ON TESTIFYING BEFORE

CONGRESSIONAL APPROPRIATIONS COMMITTEES

**AGENCY BUDGET OFFICERS AND PROGRAM OFFICIALS:**

Feel like you need quick tutoring prior to testifying before Congress on your agency's budget? If you are on "The Witness List," join us for a half-day of guidelines and tips that will make your testimony easier and more effective.

You'll know what to expect during Congressional budget hearings and how to effectively prepare yourself. Reporting your stewardship of past funding and being responsive to upcoming program needs and budget policies are vital parts of your oral presentation.

Know the "Do's and Don'ts" of testifying. Your performance may directly impact on the success of your agency in obtaining appropriations.

Speakers from Executive Branch agencies experienced in testifying at appropriation hearings and speakers from the staffs of Congressional committees experienced in reviewing testimony will make presentations. Question and answer session, also.

DATE: FEBRUARY 18, 1983

TIME: 9:00 - 12:00 noon (Registration will  
begin at 8:30 AM)

COST: \$45

LOCATION: K-B Crystal Theater  
Crystal City  
(METRORAIL Blue/Orange Line or  
underground parking convenient)

NOMINATION FORM ON REVERSE

GUIDELINES ON TESIFYING BEFORE  
CONGRESSIONAL APPROPRIATIONS COMMITTEES  
February 18, 1983

PARTICIPANT: \_\_\_\_\_

HOME ADDRESS:

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\_\_\_\_\_  
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OFFICE ADDRESS:

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\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

TUITION: \$45

APPROPRIATION/FUND: \_\_\_\_\_

BILLING: FURNISH INVOICE TO:

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\_\_\_\_\_

SIBAC/STANDARD DOCUMENT NUMBER

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DOCUMENT/PURCHASE ORDER/REQUISITION NO.: \_\_\_\_\_

AUTHORIZING OFFICIAL:

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

RETURN COMPLETED NOMINATION TO:

U.S. OFFICE OF PERSONNEL MANAGEMENT  
WED, MANAGEMENT SCIENCES TRAINING CENTER  
P.O. BOX 7230  
WASHINGTON D C 20044

NOTE: Nominations should be forwarded to OPM by February 11, 1983. If you are unable to meet this nomination deadline, please make a telephone nomination (202) 632-5600, and hand-carry the completed form to the briefing. Because of the expected large interest, individual confirmations will not be issued by OPM. Unless informed otherwise, assume all nominations are accepted.